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ABSTRACT

The document is Appendix B of the Final Report of a Montana Research and Development Project in Career Education. It describes a sampling of jobs found in the agribusiness community: agricultural supplies and services, agricultural mechanics, agricultural products, ornamental horticulture, agricultural resources, forestry business, and other businesses submitting job descriptions. For each position the job title is listed. Also specified are the Dictionary of Occupational Titles number, tasks performed, skills needed, education and/or training needed, and the starting salary. Opportunities for advancement, employment opportunities, and application procedures are also cited. (AG)

ED 089119

Volume II of III Volumes

AGRI-BUSINESS

JOB DESCRIPTION

BOOKLET

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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Great Falls Vo-Tech Center
Agricultural Research Project
Jack Scott, Coordinator
April 1, 1973

Project No. 72-07-0099-00-80-0487
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Director: Benjamin A. Ulmer, Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction

VE 001 175

This booklet describes a sampling of jobs found mostly in the Agri-business community. These descriptions tell you something about the jobs which should help you make decisions concerning your career choices.

The descriptions listed are all submitted from Agri-businesses in this immediate area and are arranged under six different Agri-business headings plus a miscellaneous group. Other descriptions will be added to this booklet as they become available.

SEVEN OCCUPATIONAL HEADINGS

I - Agricultural Supplies and Services - Businesses which provide supplies to farmers and ranchers and provide services needed to utilize these supplies. (e.g., Hardware, Feed Store, Fertilizer Plant)

II - Agricultural Mechanics - Businesses which sell and service agricultural power units, machinery and related equipment. (e.g., Farm Implement Dealer, Agricultural Mechanic Shop)

III - Agricultural Products - Businesses which assemble, sort, test, grade, store, and market farm and ranch products. (e.g., Elevator, Feed Mill, Dairy Processing Plant)

IV - Ornamental Horticulture - Businesses which produce, distribute, and utilize ornamental crops principally for ornamental or aesthetic purposes. (e.g., Nursery, Landscaping, Lawn and Turf Management)

V - Agricultural Resources - Businesses concerned with the principles and practices necessary to conserve and improve our natural resources. (e.g., ASCS, SCS, FHA, Banks)

VI - Forestry - Businesses involved in the production, processing, management, marketing, and utilization of forest products. (e.g., Tree Farm, Sawmill, Wood Product Plant)

VII - Miscellaneous - Any other businesses that submit job descriptions.

I

AGRICULTURAL SUPPLIES AND SERVICES

Businesses which provide supplies to farmers and ranchers and provide services needed to utilize these supplies. (e.g., Hardware, Feed Store, Fertilizer Plant)

AGRICULTURAL SUPPLIES

Manager, Store (ret. tr.) 185.186

Manager, Production (any ind.) 185.168

Manager, Sales (any ind.) 185.168

Manager Service (ret. tr.: whole. tr.) 187.168

Manager, Office (ret. tr.) 185.186

Manager, Product Development (any ind.) 189.118

Chemist, Agricultural (profess. & kin.) 022.081

Fieldman (any ind.) 180.118

Bookkeeper (clerical) I 210.388

Salesman, Farm and Garden Supplies (whole. tr.) 277.358

Maintenance Mechanic (any ind.) II 638.281

Sprayer (agric.) 424.883

Laborer, Stores (any ind.) 922.887

JOB DESCRIPTION

Job Title: Fertilizer Truck Driver D.O.T. # 906.883

Tasks Performed: Spreading various types of bulk fertilizers on fields

Skills Needed: Mechanical aptitude for spreader operation; Truck operator--regular service and maintenance

Education and/or Training Needed: Fertilizer knowledge--types of fields to be applied to

Starting Salary: $2.25/hour

Advancement: Small business

Openings Now or in the Near Future: None--foreseeable future

How to Apply:

To Whom to Apply: Manager; Greenfield Farmers Oil Company; Fairfield, Montana 59436

Phone Number: 467-2516

Comments:

JOB DESCRIPTION

Job Title: Office Manager--Bookkeeper D.O.T. # 185.186

Tasks Performed: Record daily sales on forms--summaries
See that major account and all other supplies get paid
Prepare monthly reports from sales, purchases, expenses & balance sheets

Skills Needed: Accounting knowledge & training

Education and/or Training Needed: Accounting

Starting Salary: $550/month

Advancement:

Openings Now or in the Near Future: None--foreseeable future

How to Apply:

To Whom to Apply: Manager; Greenfield Farmers Oil Company;
Fairfield, Montana 59436

Phone Number: 467-2516

Comments:

JOB DESCRIPTION

Job Title: Assistant Manager D.O.T. # 185.186

Tasks Performed: Coordinate shop work and station front; help maintain control of merchandise

Skills Needed: Familiarization with petroleum products, tire service, fertilizer bag supply to farmers
Worker relations

Education and/or Training Needed: Experience through different departments

Starting Salary: $2.35/hour

Advancement:

Openings Now or in the Near Future: None--foreseeable future

How to Apply:

To Whom to Apply: Manager; Greenfield Farmers Oil Company; Fairfield, Montana 59436

Phone Number: 467-2516

Comments:

JOB DESCRIPTION

Job Title: Station Attendant D.O.T. # 915.867

Tasks Performed: Fill car gas tanks; check engine requirements; clean windshields; sell all types of merchandise--tires, batteries, miscellaneous

Skills Needed: Quick
Good customer relations

Education and/or Training Needed:

Starting Salary: $2.25/hour

Advancement:

Openings Now or in the Near Future: None--foreseeable future

How to Apply:

To Whom to Apply: Manager; Greenfield Farmers Oil Company; Fairfield, Montana 59436

Phone Number: 467-2516

Comments:

JOB DESCRIPTION

Job Title: Shop Attendant D.O.T. # 915.867

Tasks Performed: Service jobs on vehicles; change & sell tires; filters, tune-ups, brake jobs, muffler & tail-pipe repair; other car needs

Skills Needed: Mechanical knowledge

Education and/or Training Needed:

Starting Salary: $2.25/hour

Advancement:

Openings Now or in the Near Future: None--foreseeable future

How to Apply:

To Whom to Apply: Manager; Greenfield Farmers Oil Company; Fairfield, Montana 59436

Phone Number: 467-2516

Comments:

JOB DESCRIPTION

Job Title: Manager D.O.T. # 189.118

Tasks Performed: Buying merchandise; training personnel on selling and servicing; coordinating department activities; maintaining profit levels

Skills Needed: Customer relations; personnel management; business law; accounting (or understanding)

Education and/or Training Needed: Managers' Schools, college business administration

Starting Salary:

Advancement:

Openings Now or in the Near Future: None--foreseeable future

How to Apply:

To Whom to Apply: Greenfield Farmers Oil Company; Fairfield, MT 59436

Phone Number: 467-2516

Comments:

JOB DESCRIPTION

Job Title: Kennel Director D.O.T. # 356.874

Tasks Performed: Cleaning kennels; observation of surg. animals

Skills Needed: Neatness

Education and/or
Training Needed: Training given by DVM's

Starting Salary: $300/month

Advancement: $400/month top after 2 years

Openings Now or in
the Near Future: None

How to Apply: To doctors by appointment

To Whom to Apply: Dr. E Davis or Dr W. Martin
Davis-Martin Animal Clinic
316 Central Avenue West
Great Falls, Montana 59404

Phone Number: 761-7055

Comments:

JOB DESCRIPTION

Job Title: Lay Assistant

D.O.T. # 356.874
Vet Assistant

Tasks Performed: Aid in treatment of animals--surgery, post-op. care; receipts, books, phone, miscellaneous

Skills Needed: Taught after hiring

Education and/or Training Needed: High school or better

Starting Salary: $300/month

Advancement: $500/month

Openings Now or in the Near Future: None, presently
Future, possibly

How to Apply: Appointment

To Whom to Apply: Dr. E. Davis or Dr. W. Martin
Davis-Martin Animal Clinic
316 Central Avenue West
Great Falls, Montana 59404

Phone Number: 761-7055

Comments:

JOB DESCRIPTION

Job Title: Receptionist D.O.T. # 237.368

Tasks Performed: Entering patients, records, handling fees, phone, statements, & assisting doctors

Skills Needed: Bookkeeping; good phone voice; patience

Education and/or Training Needed: To meet above

Starting Salary: $300/month

Advancement: $375/month

Openings Now or in the Near Future: Future, possibly

How to Apply: Appointment

To Whom to Apply: Dr. E. Davis or Dr. W. Martin
Davis-Martin Animal Clinic
316 Central Avenue West
Great Falls, Montana 59404

Phone Number: 761-7055

Comments:

JOB DESCRIPTION

Job Title: Fertilizer & Chemical Salesman D.O.T. # 277.358

Tasks Performed: Call on and sell fertilizer & chemicals; test soil; market analysis; keep records; ordering & warehousing; evaluating product items; maintaining vehicles

Skills Needed: Sales skills; driver's license; mapmaking; soils testing; advertising skills

Education and/or Training Needed:

Starting Salary: $2.50/hour

Advancement: Unlimited--an employee writes "their own ticket" (much hard work)

Openings Now or in the Near Future: No openings at present--possibly in the future as there is always a percentage turnover

How to Apply: Job application for employment

To Whom to Apply: Manager; Farmers Union Oil Company; Great Falls, Montana 59401

Phone Number: 453-2435

Comments:

JOB DESCRIPTION

Job Title: Bulk Petroleum Salesman D.O.T. # 267.358

Tasks Performed: Sell and deliver petroleum products; keep records; purchasing & warehousing; keep inventories; maintain vehicles

Skills Needed: Driver's license; dealing with people; lifting; evaluation

Education and/or Training Needed:

Starting Salary: $2.50/hour

Advancement: Unlimited--an employee writes "their own ticket" (much hard work)

Openings Now or in the Near Future: No openings at present--possibly in the future as there is always a percentage turnover

How to Apply: Job application for employment

To Whom to Apply: Manager; Farmers Union Oil Company
Great Falls, Montana 59401

Phone Number: 453-2435

Comments:

JOB DESCRIPTION

Job Title: Tire Salesman D.O.T. # 292.358

Tasks Performed: Sell and deliver tires; set up advertising displays; supervise shipments; warehousing; evaluate lines to weed out slow-moving items; keep records; maintain vehicles

Skills Needed: Salesmanship, driver's license, deal with people, maintain records

Education and/or Training Needed:

Starting Salary: $2.50/hour

Advancement: Unlimited--employee "writes own ticket" (much hard work)

Openings Now or in the Near Future: No openings at present--possibly in the future as there is always a percentage turnover

How to Apply: Job application for employment

To Whom to Apply: Manager; Farmer's Union Oil Company; Great Falls, Montana 59401

Phone Number: 453-2435

Comments:

JOB DESCRIPTION

Job Title: Shop Supervisor D.O.T. # 187.168

Tasks Performed: Wait on customers; do repair work as needed; order supplies; handle shipping & recordkeeping

Skills Needed: Reading, lifting, dealing with people, following directions

Education and/or Training Needed: Some mechanical experience or training

Starting Salary: $2.50/hour

Advancement: Unlimited--an employee writes "own ticket" (Much hard work)

Openings Now or in the Near Future: No openings at present--possibly in the future as there is always a percentage turnover

How to Apply: Job application for employment

To Whom to Apply: Manager; Farmers Union Oil Company; Great Falls, Montana 59401

Phone Number: 453-2435

Comments:

II

AGRICULTURAL MECHANICS

Businesses which sell and service agricultural power units, machinery and related equipment. (e.g., Farm Implement Dealer, Agricultural Mechanic Shop)

AGRICULTURAL MECHANICS

Manager, Store (ret. tr.) 185.168

Manager, Service Department (whole tr.) 187.168

Manager, Parts (ret. tr.; whole. tr.) 185.168

Manager, Sales (ret. tr.; whole. tr.) 185.168

Manager, Office (any ind.) 169.168

Agricultural Engineer (profess. & kin.) 013.081

Fieldman (any ind.) 180.118

Bookkeeper (clerical) I 210.388

Salesman, Tractor and Farm Implements (ret. tr.; whole. tr.) 277.358

Farm-Equipment Mechanic (agric.) I 624.281

Farm-Equipment Mechanic (agric.) II 624.381

Farm-Equipment Mechanic (agric.) III 624.381

Welder, Repair (welding) 812.884

Salesperson Parts (ret. tr.; whole. tr.) 285.358

Farm-Machinery Set-up Man (whole. tr.) 624.381

Laborer, Stores (any ind.) 922.887

JOB DESCRIPTION

Job Title: Welder D.O.T. # 810.884

Tasks Performed: Electric Arc Welding

Skills Needed: Experience at production type arc welding

Education and/or Training Needed: Actual experience or schooling in this type of work

Starting Salary: Approximately $3/hour

Advancement: Wage increases each year

Openings Now or in the Near Future: None at present; future questionable, depending on present help

How to Apply: Contact us at Meyer Ditcher Company

To Whom to Apply: Al Meyer, Jr. or Roy Meyer
Meyer Ditcher Company
Fairfield, Montana 59436

Phone Number: 467-2223

Comments:

JOB DESCRIPTION

Job Title: Driver

D.O.T. # 906.883

Tasks Performed: Drive an automotive vehicle between company facilities, local business establishments and out-of-town points to pick up, transport, and deliver personnel, equipment, parts, materials, and supplies; perform various errands

Skills Needed:

Education and/or Training Needed: Chauffer's license

Starting Salary: $3.22/hour

Advancement:

Openings Now or in the Near Future: None at present

How to Apply: Job application

To Whom to Apply: Great Falls Implement Company
420 Third Street South
Great Falls, MT 59401

Phone Number: 761-8200

Comments:

JOB DESCRIPTION

Job Title: Materials Handler D.O.T. # 929.887

Tasks Performed: Handle and transport materials in warehouse by hand, power trucks, transporters, or handling equipment

Skills Needed: Ability to read and follow directions

Education and/or Training Needed:

Starting Salary: $3.115/hour

Advancement:

Openings Now or in the Near Future: None at present

How to Apply: Job application

To Whom to Apply: Great Falls Implement Company
420 Third Street South
Great Falls, MT 59401

Phone Number: 761-8200

Comments:

JOB DESCRIPTION

Job Title: Mechanic & Serviceman D.O.T. # 624.381

Tasks Performed: Perform ordinary mechanical hydraulic and electrical work where fits and adjustments are not close or difficult on all types of agricultural equipment

Skills Needed: Same as for Mechanic First Class, but to lesser degree

Education and/or Training Needed: Mechanical training--diesel, hydraulic, electrical

Starting Salary: $3.315/hour

Advancement:

Openings Now or in the Near Future: None at present

How to Apply: Job application

To Whom to Apply: Great Falls Implement Company
420 Third Street South
Great Falls, MT 59401

Phone Number: 761-8200

Comments:

JOB DESCRIPTION

Job Title: Mechanic--First Class D.O.T. # 624.281

Tasks Performed: Perform difficult and major mechanical, hydraulic, and electrical work to assemble, tear down, repair, reassemble and revise all types of new and used agricultural equipment

Skills Needed: Operate various equipment; hand-powered tools; test equipment, read instructions and prints

Education and/or Training Needed: Mechanical training--diesel, hydraulics, electrical

Starting Salary: $3.705/hour

Advancement:

Openings Now or in the Near Future: Yes

How to Apply: Job application

To Whom to Apply: Great Falls Implement Company
420 Third Street South
Great Falls, MT 59401

Phone Number: 761-8200

Comments:

JOB DESCRIPTION

Job Title: Mechanic Helper D.O.T. # 624.381

Tasks Performed: Assist skilled employees by performing assigned tasks

Skills Needed: Follow instructions

Education and/or
Training Needed: Basic mechanical training

Starting Salary: $3.115/hour

Advancement:

Openings Now or in
the Near Future: None at present

How to Apply: Job application

To Whom to Apply: Great Falls Implement Company
420 Third Street South
Great Falls, MT 59401

Phone Number: 761-8200

Comments:

JOB DESCRIPTION

Job Title: Salesman, Agriculture D.O.T. # 277.358

Tasks Performed: Sell new and used agricultural equipment in an assigned sales territory

Skills Needed: Meet and deal with customers; know value of new and used equipment; follow instructions

Education and/or Training Needed: Sales experience or sales training

Starting Salary: $841/month

Advancement:

Openings Now or in the Near Future: Yes

How to Apply: Job application

To Whom to Apply: Great Falls Implement Company
420 Third Street South
Great Falls, MT 59401

Phone Number: 761-8200

Comments:

JOB DESCRIPTION

Job Title: Parts Manager D.O.T. # 185.168

Tasks Performed: Public contact; sales; recordkeeping

Skills Needed: Accounting; sales; personality

Education and/or Training Needed:

Starting Salary: $500/month

Advancement: Slow

Openings Now or in the Near Future: None at present

How to Apply:

To Whom to Apply: D & J Implement
Fort Benton, MT 59442

Phone Number: 622-3724

Comments:

JOB DESCRIPTION

Job Title: Mechanic D.O.T. # 624.281

Tasks Performed: Repair all types of farm equipment--mostly diesel engines

Skills Needed: Basic mechanics

Education and/or Training Needed:

Starting Salary: Hourly

Advancement:

Openings Now or in the Near Future: None at present

How to Apply:

To Whom to Apply: D & J Implement
Fort Benton, MT 59442

Phone Number: 622-3724

Comments:

JOB DESCRIPTION

Job Title: Farm Equipment Mechanic D.O.T. # 624.281

Tasks Performed: All aspects of working on farm equipment--from setting up of new equipment to major overhaul of heavy agricultural and industrial equipment

Skills Needed: Mechanical aptitude and general knowledge of all aspects of equipment maintenance; on-the-job-training available

Education and/or Training Needed: Vo-Tech school or experience

Starting Salary: $2.50 - $3.00/hour

Advancement: Service manager on monthly salary

Openings Now or in the Near Future: Yes

How to Apply: In person

To Whom to Apply: Jim Johnson, Manager or David Hix, Service Manager
Farm & Ranch Equipment
Northeast Bypass
Great Falls, MT 59401

Phone Number: 453-1453

Comments: Extra help hired during summer months--gives good overall background and experience

JOB DESCRIPTION

Job Title: Salesman D.O.T. # 277.358

Tasks Performed: Sales of all lines handled; customer relations

Skills Needed: Ability to get along with people; knowledge of products; desire to be successful (self-starter)

Education and/or Training Needed: Open; on-the-job-training available

Starting Salary: Straight commission

Advancement: Up to individual

Openings Now or in the Near Future: Yes

How to Apply: In person

To Whom to Apply: Jim Johnson, Manager, or David Hix, Service Manager
Farm & Ranch Equipment
Northeast Bypass
Great Falls, MT 59401

Phone Number: 453-1453

Comments:

JOB DESCRIPTION

Job Title: Salesman D.O.T. # 277.358

Tasks Performed: Selling farm equipment

Skills Needed: Personality; good with figures; knowledge of equipment; personal drive--must be a "self-starter"

Education and/or Training Needed:

Starting Salary: Usually guarantee plus commission

Advancement: Up to individual

Openings Now or in the Near Future: None at present

How to Apply:

To Whom to Apply: D & J Implement
Fort Benton, MT 59442

Phone Number: 622-3724

Comments:

JOB DESCRIPTION

Job Title: Parts Man

D.O.T. # 185.168

Tasks Performed: Stocking, merchandising, and selling of all parts; inventory management; public relations; warranty adjustments

Skills Needed: Attention to detail necessary; aptitude with numbers; farm or farm equipment background helpful

Education and/or Training Needed: On-the-job-training available; knowledge of parts management

Starting Salary: $550/month +)

Advancement:

Openings Now or in the Near Future: None at present

How to Apply:

To Whom to Apply: Jim Johnson, Manager, or David Hix, Service Manager
Farm & Ranch Equipment
Northeast Bypass
Great Falls, MT 59401

Phone Number: 453-1453

Comments:

JOB DESCRIPTION

Job Title: Parts Man/Parts Helper D.O.T. # 223.387

Tasks Performed: Sales of repair parts to retail customers and service center personnel; receiving and shelving parts

Skills Needed: Extensive reading of numbers, specifications, etc.; attention to detail

Education and/or Training Needed: High school education required

Starting Salary: $435/month

Advancement: Yes

Openings Now or in the Near Future: Yes--near future

How to Apply: Obtain application from store office

To Whom to Apply: Office Manager
International Harvester Sales & Service
1700 River Drive North
Great Falls, MT 59401

Phone Number: 761-0414

Comments:

JOB DESCRIPTION

Job Title: Diesel Mechanic D.O.T. # 625.281

Tasks Performed: Complete overhaul, repair and adjustments of diesel engine--including fuel system

Skills Needed: Use of flow meter, special adjusting tools, hand tools, dyno operation, fuel pump and injector overhaul and calibration

Education and/or Training Needed: Journeyman mechanic card, or previous experience equal to

Starting Salary: As of 6/4/73--$4.56/hour

Advancement: Leadman; service manager

Openings Now or in the Near Future: 2

How to Apply: Call for appointment for interview and application for employment

To Whom to Apply: Service Manager
International Harvester Sales & Service
1700 River Drive North
Great Falls, MT 59401

Phone Number: 761-0414

Comments:

JOB DESCRIPTION

Job Title: Mechanic D.O.T. # 624.281

Tasks Performed: Overhaul, adjustments, and repair of all types of farm, industrial (light), truck, and garden equipment

Skills Needed: Welding, use of hand tools, use of special tools, and safety equipment

Education and/or Training Needed: Journeyman mechanic card, or previous experience equivalent to

Starting Salary: As of 6/4/73--$4.56/hour

Advancement: Leadman; service manager

Openings Now or in the Near Future: 2--as of 4/1/73

How to Apply: Call for appointment for interview and application for employment

To Whom to Apply: Service Manager
International Harvester Sales & Service
1700 River Drive North
Great Falls, MT 59401

Phone Number: 761-0414

Comments:

III

AGRICULTURAL PRODUCTS

Businesses which assemble, sort, test, grade, store, and market farm and ranch products. (e.g., Elevator, Feed Mill, Dairy Processing Plant)

AGRICULTURAL PRODUCTS

A. Meat, Poultry, Eggs

Production Superintendent (any ind.) 183.118

Manager, Sales (any ind.) 163.118

General Foreman (any ind.) 183.186

Veterinarian, Meat Inspector (gov. ser.) 168.284

Grader, Meat (slaugh. & meat pack.) 525.387

Grader, Dressed Poultry (slaugh. & meat pack.) 529.687

Butcher, All Around (slaugh. & meat pack.) 529.887

Poultry Dresser (agric.; slaugh. & meat pack.) 525.887

Egg Candler (any ind.) 529.867

Laborer (slaugh. & meat pack.) 529.887

Salesman, Foodstuffs (whole. tr.) 292.358

Buyer, Livestock (slaugh. & meat pack.) 162.158

Buyer, Poultry (whole. tr.) 162.158

AGRICULTURAL PRODUCTS

B. Dairy Products

Production Superintendent (any ind.) 183.118

General Foreman (any ind.) I 183.168

Manager, Sales (any ind.) 163.118

Manager, Store (ret. tr.) I 185.168

Field Contact Man (dairy prod.) 162.158

Dairy Technologist (profess. & kin.) 040.181

Dairy Tester (agric.) 468.381

Manager, Office (any ind.) 169.168

Bookkeeper (clerical) I 210.388

General Foreman (any ind.) 183.168

Dairy Processing Equipment Operator (dairy prod.) 529.782

Dairy Helper (dairy prod.) 529.886

Salesman, Foodstuffs (whole. tr.) 262.358

Salesman, Driver (any ind.) 292.358

Maintenance Man (any ind.) 899.381

Milk Driver (dairy) 905.883

AGRICULTURAL PRODUCTS

C. Cereal Grains

Superintendent, Grain Elevator (grain & feed mill) 529.138

Manager, Sales (any ind.) 163.118

Buyer, Grain (whole. tr) I 162.168

Seed Analyst (profess. & kin.) 040.381

Manager, Office (any ind.) 169.168

Salesman, Grain & Feed Products (whole. tr.) 262.358

Miller, Foreman (grain & feed mill) 521.130

Grain Elevator Man (grain & feed mill) 921.883

Miller, Wet Process (grain & feed mill) 521.782

Grinder Operator (grain & feed mill) 521.782

Grain-Dryer Operator (grain & feed mill) 523.885

Ginner (agric.) 461.885

Millwright (any ind.) 638.281

Feed Mixer (grain & feed mill) 520.885

JOB DESCRIPTION

Job Title: General Plant Laborer D.O.T. # 381.887

Tasks Performed: Janitorial work, sweeping, palletizing, other miscellaneous work as required

Skills Needed: None

Education and/or Training Needed: High school or equivalent

Starting Salary: $3.63/hour effective 8/1/72

Advancement: Opportunity to advance into any other department as desired or as required

Openings Now or in the Near Future: Four to five per year

How to Apply: Application

To Whom to Apply: Personnel Manager
General Mills
Great Falls, MT 59401

Phone Number: 761-6252

Comments: Union plant; all positions filled through seniority system; will be required to work overtime and on night shifts

JOB DESCRIPTION

Job Title: Flour Packer D.O.T. # 520.885

Tasks Performed: Operate equipment on a flour line to pack flour in sizes varying between 5 pounds and 100 pounds; make adjustments to equipment as needed; assume responsibility for operation of packing line

Skills Needed: Must be mechanically inclined

Education and/or Training Needed: High school or equivalent

Starting Salary: $3.80/hour effective 8/1/72

Advancement: May advance to lead operator ($3.90/hour) and on to packer mechanic ($4.07/hour)

Openings Now or in the Near Future: Two per year

How to Apply: Application

To Whom to Apply: Personnel Manager
General Mills
Great Falls, MT 59401

Phone Number: 761-6252

Comments: Union plant; all positions filled through seniority system; will be required to work overtime and on night shifts.

JOB DESCRIPTION

Job Title: Lift Truck Operator D.O.T. # 922.883

Tasks Performed: Operate lift truck in loading flour into trucks and box cars

Skills Needed: Must be able to operate lift truck equipment; able to make simple mathematical computations

Education and/or Training needed: High school or equivalent

Starting Salary: $3.80/hour effective 8/1/72

Advancement: Can advance to checker ($3.90/hour)

Openings Now or in the Near Future: One per year

How to Apply: Application

To Whom to Apply: Personnel Manager
General Mills
Great Falls, MT 59401

Phone Number: 761-6252

Comments: Union plant; all positions filled through seniority system; will be required to work overtime and on night shifts; on-the-job lift truck training provided

JOB DESCRIPTION

Job Title: Elevator Operator D.O.T. # 921.883

Tasks Performed: Direct flow of wheat in terminal elevator; make wheat blends for grain merchandising and for flour milling

Skills Needed: Must be able to make simple mathematical calculations

Education and/or Training Needed: High school or equivalent

Starting Salary: $3.90/hour effective 8/1/72

Advancement: May advance to lead operator ($4.03/hour)

Openings Now or in the Near Future: One per year

How to Apply: General Mills--application

To Whom to Apply: Personnel Manager
General Mills
Great Falls, MT 59401

Phone Number: 761-6252

Comments: Union plant; all positions filled through seniority system; will be required to work overtime and on night shifts

JOB DESCRIPTION

Job Title: Second Miller D.O.T. # 521.130

Tasks Performed: Set rolls; adjust other milling equipment; responsible to Mill Superintendent for operation of Milling Dept.

Skills Needed: Must be mechanically inclined; must be able to make simple mathematical calculations

Education and/or Training Needed: Work in flour mill for at least 10 years

Starting Salary: $4.17/hour effective 8/1/72

Advancement: None--top job in department

Openings Now or in the Near Future: None at present

How to Apply: Application

To Whom to Apply: Personnel Manager
General Mills
Great Falls, MT 59401

Phone Number: 761-6252

Comments: Union plant; all jobs filled by plant seniority; will be required to work overtime and on night shifts

JOB DESCRIPTION

Job Title: Maintenance Mechanic D.O.T. # 629.281

Tasks Performed: Repair, install, and maintain flour milling equipment

Skills Needed: Carpentry, sheet metal, electrical--as well as mechanical

Education and/or Training Needed: High school or equivalent; must work up through maintenance training program

Starting Salary: $4.41/hour effective 8/1/72

Advancement: To Maintenance Superintendent

Openings Now or in the Near Future: None at present

How to Apply: Application

To Whom to Apply: Personnel Manager
General Mills
Great Falls, MT 59401

Phone Number: 761-6252

Comments: Union plant; all jobs filled on a seniority system

JOB DESCRIPTION

Job Title: Elevator Manager D.O.T. # 162.168

Tasks Performed: Buying & selling grain; loading grain cars

Skills Needed: Operating machines; operating scales; repairing machines and elevator

Education and/or Training Needed: High school graduate; bookkeeping

Starting Salary: $450/month

Advancement: No limit

Openings Now or in the Near Future: None at present

How to Apply: Application

To Whom to Apply: Elevator Manager
Peavey Company
Fort Benton, MT 59442

Phone Number: 622-3661

Comments:

JOB DESCRIPTION

Job Title: Agricultural Commodity Grader D.O.T. # 229.687

Tasks Performed: Sampling grain in railroad cars; test physical properties in lab; take samples of commodities (flour, dry beans, etc.)

Skills Needed: Three years' experience in grain inspection work; purchasing and marketing grain, or managing a grain-producing farm

Education and/or Training Needed: After hiring, on-the-job training

Starting Salary: $7,694/year

Advancement: Salary increase in this grade each year for first three years, each 1½ years for next 4½ years, and each 2 years for next 6 years; possible chance for advancement to another grade

Openings Now or in Near Future: Near future

How to Apply: By application form 171, application card form 5001-BC; form 15 if you are claiming 10-point veteran preference

To Whom to Apply: U.S. Civil Service Commission
219 South Dearborn
Chicago, IL 60604

or

U.S. Civil Service Comm.
130 Neill Avenue
Helena, MT 59601

Phone Number: 406-442-9040

Comments: GS-5 rating; refer to Announcement #CH-1-06, Careers as Agricultural Commodity Graders, by the U.S. Civil Service Commission

JOB DESCRIPTION

Job Title: Elevator Operator D.O.T. # 921.883

Tasks Performed: Unload grain; load boxcars; cooper boxcars

Skills Needed: Know different kinds of grain; bookkeeping

Education and/or
Training Needed: On-the-job training

Starting Salary:

Advancement:

Openings Now or in
the Near Future: None at present

How to Apply: Ask for interview

To Whom to Apply: Manager
Fairfield Feed & Seed
Fairfield, MT 59436

Phone Number: 467-2555

Comments:

JOB DESCRIPTION

Job Title: Truck Driver D.O.T. # 905.883

Tasks Performed: Deliver feed to ranchers and dairies

Skills Needed: Know how to drive truck; chauffeur's license

Education and/or
Training Needed: On-the-job training

Starting Salary:

Advancement:

Openings Now or in
the Near Future: None at present

How to Apply: Ask for interview

To Whom to Apply: Manager
Fairfield Feed & Seed
Fairfield, MT 59436

Phone Number: 467-2555

Comments:

JOB DESCRIPTION

Job Title: Seed Cleaner D.O.T. # 551.885

Tasks Performed:

Skills Needed: Know different grass seeds; know how to run equipment

Education and/or
Training Needed: On-the-job training

Starting Salary:

Advancement:

Openings Now or in
the Near Future: None at present

How to Apply: Ask for interview

To Whom to Apply: Manager
Fairfield Feed & Seed
Fairfield, MT 59436

Phone Number: 467-2555

Comments:

JOB DESCRIPTION

Job Title: Steam Roller Operator

D.O.T. # 520.885
(Feed Mixer)

Tasks Performed: Mix feed formulas; unload trucks of grain

Skills Needed: Understand equipment; operate steam boiler

Education and/or
Training Needed: On-the-job training

Starting Salary:

Advancement:

Openings Now or in
the Near Future: None

How to Apply: Ask for interview

To Whom to Apply: Manager
Fairfield Feed & Seed
Fairfield, MT 59436

Phone Number: 467-2555

Comments:

IV

ORNAMENTAL HORTICULTURE

Businesses which produce, distribute, and utilize ornamental crops principally for ornamental or aesthetic purposes. (e.g., Nursery, Landscaping, Lawn and Turf Management)

ORNAMENTAL HORTICULTURE

Nurseryman (agric.) 406.168

Manager, Store (ret. tr.) I 185.168

Manager, Retail Floral (ret. tr.) 185.168

Park Foreman (gov. ser.) 407.134

Manager, Service Department (whole. tr.) 187.168

Landscape Architect (profess. & kin.) 019.081

Superintendent, Greens (amuse. & rec.) 407.138

Landscape Gardener (agric.) 407.181

Floral Designer (ret. tr.) 142.081

Bookkeeper (clerical) 210.188

Salesman, Horticulture and Nursery Products (whole. tr.) 260.---

Sales Person, Flowers (ret. tr.) 260.458

Shipping Clerk (clerical) II 222.578

Nursery Worker (agric.) 406.887

Maintenance Mechanic (any ind.) II 638.281

Greenkeeper (any ind.) 407.137

Groundkeeper (any ind.) 407.181

Tree Surgeon (agric.) 407.181

Tree Pruner (agric.) 404.884

Groundman (agric. & hort. ser.) 951.884

Sprayer (agric.) 424.883

JOB DESCRIPTION

Job Title: Grower (Nursery Worker) D.O.T. # 406.887

Tasks Performed: Growing and propagating plants at all stages

Skills Needed:

Education and/or Training Needed: High school minimum; biology and botany helpfu.; on-the-job training

Starting Salary: $2/hour and up, depending on ability

Advancement: Fair

Openings Now or in the Near Future: None at present

How to Apply: In person

To Whom to Apply: Owner or Manager
Fritz Roll & Sons
1500 Fifth Avenue Southwest
Great Falls, MT 59404

Phone Number: 452-6946

Comments:

AGRICULTURAL RESOURCES

(continued)

Teacher, Technical Education (educ.) 090.228

Reporter (print. & publ.) 132.268

News Analyst, Broadcast (radio & TV broad.) 131.068

Investigator (gov. ser.) 168.168

Farm Checker (gov. ser.) 249.386

Agriculture Commodity Grader (gov. ser.) 168.187

Food and Drug Inspector (gov. ser.) 168.287

Quality Assurance Representative (gov. ser.) 168.287

Brand Inspector (gov. ser.) 413.687

Apiary Inspector (gov. ser.) 168.287

Veterinary Livestock Inspector (gov. ser.) 073.181

Veterinarian (medical ser.) 073.108

AGRICULTURAL RESOURCES

Manager, Recreation Establishment (amus. & rec.) 187.168

Manager, Lodging Facilities (hotel & res.) 320.127

Soil Conservationist (profess. & kin.) 040.181

Soil Scientist (profess. & kin.) 040.181

Soil Conservationist Aide (profess. & kin.) 040.181

Park Naturalist (gov. ser.) 099.228

Animal Keeper, Head (amus. & rec.) 356.138

Gamekeeper (hunt. & trap.) 481.181

Huntsman (amus. & rec.) 187.168

Fish and Game Warden (gov. ser.) 379.168

Predatory Animal Hunter (hunt. & trap.) 451.781

Park Worker (gov. ser.) 407.887

Game Farm Helper (hunt. & trap.) 419.884

Animal Keeper (amus. & rec.) 356.874

Credit Reporter (bur. ser.) 249.368

Appraiser, Real Estate (real estate) 191.287

Loan Officer (banking) 186.288

Personnel Recruiter (profess. & kin.) 166.268

Membership Solicitor (bus. ser.) 293.358

Representative (bus. ser.) 293.358

Teacher, Secondary School (educ.) 091.228

County--Agricultural Agent (gov. ser.) 096.128

Faculty Member, College or University (educ.) 090.228

V

AGRICULTURAL RESOURCES

Businesses concerned with the principles and practices necessary to conserve and improve our natural resources. (e.g., ASCS, SCS, FHA, Banks)

JOB DESCRIPTION

Job Title: General Handyman D.O.T. # 899.381

Tasks Performed: Repairs of all kinds

Skills Needed: Practical knowledge of mechanics, carpentry, plumbing, pipefitting, and welding

Education and/or Training Needed: Vo-Tech training

Starting Salary: $2/hour and up

Advancement: Fair

Openings Now or in the Near Future: None at present; future, possibly

How to Apply: In person

To Whom to Apply: Owner or Manager
Fritz Roll & Sons
1500 Fifth Avenue Southwest
Great Falls, MT 59404

Phone Number: 452-6946

Comments:

JOB DESCRIPTION

Job Title: Floral Designer D.O.T. # 142.081

Tasks Performed: Flower arranging; clerking

Skills Needed: Artistic ability

Education and/or
Training Needed: High school minimum

Starting Salary: $2/hour, depending on ability

Advancement: Fair

Openings Now or in
the Near Future: Present--need one experienced

How to Apply: In person

To Whom to Apply: Owner or Manager
Fritz Roll & Sons
1500 Fifth Avenue Southwest
Great Falls, MT 59404

Phone Number: 452-6946

Comments:

JOB DESCRIPTION

Job Title: District Conservationist D.O.T. # 040.181

Tasks Performed: Planning assistance to ranchers on comprehensive long-term conservation developments; technical assistance to local government (county commissions, city councils, and schools)

Skills Needed:

Education and/or Training Needed: B.S. degree in agriculture

Starting Salary: $7300/year

Advancement: No limit

Openings Now or in the Near Future: A few openings

How to Apply: Area SCS office--complete application form

To Whom to Apply: Soil Conservation Service Office
Great Falls, MT 59401

Phone Number: 453-9641

Comments:

JOB DESCRIPTION

Job Title: Conservation Aid D.O.T. # 040.181

Tasks Performed: Design and layout of conservation installations on rural land

Skills Needed: Surveying; knowledge of ranching and farming; good judgment

Education and/or Training Needed: High school; good experience in farming and ranching

Starting Salary: $5800/year

Advancement: $10,000/year

Openings Now or in the Near Future: A few openings

How to Apply: Area SCS office--complete application form

To Whom to Apply: Soil Conservation Service Office
Great Falls, MT 59401

Phone Number: 453-9641

Comments:

JOB DESCRIPTION

Job Title: Clerk-Stenographer D.O.T. # 202.388

Tasks Performed: Gross office administrative details performed in refuge management procedures

Skills Needed: Typing, shorthand, dictation, bookkeeping; public contact talents; basic familiarity with refuge program, purpose, and needs

Education and/or Training Needed: Generally a minimum of two years business college--depending on specific assignment, location and work load

Starting Salary: Generally $6100/year and up

Advancement: Moderate to good if employee is willing to accept reassignment throughout the United States

Openings Now or in the Near Future: Moderate to good on a national scale

How to Apply: Examination and experience values

To Whom to Apply: U.S. Civil Service Commission
Helena, MT 59601

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Wildlife Refuge Maintenanceman D.O.T. # 859.883

Tasks Performed: Duties related to earth moving, dike construction, fencing, farming, carpentry, game law enforcement; also related tasks as would be applied to a farm or ranch operation

Skills Needed: Using power and hand tools, light and heavy construction equipment, basic surveying, maintenance performance functions; e.g., auto motor repair, welding, plumbing, etc.

Education and/or Training Needed: Greatest value placed on a minimum of several years' intensive farm, ranch or wildlife refuge experience

Starting Salary: Depending on assignment and geographic location--about $3.50/hour up to $7/hour

Advancement: Moderate to limited, depending on specific station assigned to

Openings Now or in the Near Future: Limited

How to Apply:

To Whom to Apply: U.S. Civil Service Commission
Helena, MT 59601

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Wildlife Refuge Manager D.O.T. # 040.081

Tasks Performed: Administrative and biological detail of managing a national wildlife refuge

Skills Needed: Degree in biological sciences or related field; training experience as an aid in the national refuge program

Education and/or Training Needed: As above

Starting Salary: Depending on experience and assignment--from $7600/year and up

Advancement: Good, if employee is willing to take varied assignments throughout the United States

Openings Now or in the Near Future: Very competitive; filled primarily by attrition

How to Apply: Written examination and qualification sheet

To Whom to Apply: U.S. Civil Service Commission
Helena, MT 59601

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Crop Insurance Fieldman (Loss Adjuster) D.O.T. # 241.168

Tasks Performed: Obtains and spot checks acreage reports; inspects damaged or destroyed crops, appraising potential production; explains to farmers the method of computing indemnities; determines causes and time of loss, actual harvested production, potential production, insured acres, uninsurable causes of loss; assists in evaluating the productivity and risk of farms; serves as a point of contact for information on the various phases of crop insurance; gives oral or written reports

Skills Needed: Ability to measure land, harvested production; fair handwriting; able to meet and work with farmers

Education and/or Training Needed: Knowledge of farming operations; experience in farming; education beyond high school for any advancement to higher positions

Starting Salary: $3.70/hour plus travel expenses

Advancement: $4.58/hour plus travel expenses

Openings Now or in the Near Future: Part-time work only, during summer months and harvesting

How to Apply: Send statement of experience and background to:

To Whom to Apply: John E. Reeves, Director
Contract Service Center
Federal Crop Insurance Corp., USDA
Lewistown, MT 59457

Phone Number: 538-5348

Comments: With experience in crop insurance work, gained through this part-time, intermittent work, some employees have gained a permanent appointment, full-time work, with starting salaries around $9,520/year.

JOB DESCRIPTION

Job Title: Clerk-Typist (County Office Clerk) D.O.T. # 209.388

Tasks Performed: Completes program forms with such phases of the work as applications, acreage reports, cancellations, premium receipts, notice of damage, collateral assignments, changes of address, transfer of interest and related details; maintains reports of workload received, amount accomplished and pending cases; maintains procedure and sales manuals, contract files, supplies, etc.; uses telephone and correspondence to obtain information as directed

Skills Needed: Typing

Education and/or Training Needed: Experience in office management; farm background helpful; knowledge of farming practices; ability to meet and deal with farmers and their problems

Starting Salary: $5,432/year

Advancement: Could advance to $6,882/year or more

Openings Now or in the Near Future: None at present

How to Apply: Send Standard Form 171, Personal Qualifications Statement to:

To Whom to Apply: John E. Reeves, Director
Contract Service Center
Federal Crop Insurance Corporation, USDA
Lewistown, MT 59457

Phone Number: 538-5348

Comments: No openings at present, but part-time work may be needed

JOB DESCRIPTION

Job Title: Agricultural Representative D.O.T. # 186.288

Tasks Performed: Serving the financial needs of the agricultural entities of our trade area; servicing our existing customers; cultivating new business for the bank; and in general, promoting good will for the bank

Skills Needed: Ability to get along with the public; knowledge and ability to use accounting practices, economic decision-making tools and methods as they apply to agriculture

Education and/or Training Needed: B.S. degree in Agriculture with background in business, economics, or related fields

Starting Salary: $7,000 - $9,000/year

Advancement: Very favorable in the banking profession--with one's ability and desire being the limit

Openings Now or in the Near Future: Openings become available from time to time as personnel are promoted or retired

How to Apply: Apply with the Personnel Officer at any bank one desires employment with; the application will be reviewed by the main offices and the applicant is considered for any openings in his field

Comments: Anyone desiring to talk about further opportunities regarding agricultural finance should contact:

J. P. Mansfield
Agricultural Representative
First National Bank
Great Falls, MT 59401

JOB DESCRIPTION

Job Title: Wildlife Biologist D.O.T. # 041.081

Tasks Performed: Studies origin, relationships, development, anatomy, functions, and other basic principles of animal and plant life

Skills Needed: Ability to apply biological facts, principles, methods, techniques, and procedures necessary for the conservation and management of wildlife

Education and/or Training Needed: Bachelor's or higher degree

Starting Salary: GS-5, $7,694/year or GS-7, $9,520/year

Advancement: Fair

Openings Now or in the Near Future: Slow at present

How to Apply: Applications should be submitted to one of the U.S. Civil Service Commission Area Offices

To Whom to Apply: U.S. Civil Service Commission Area Office
319 Southwest Pine Street
Portland, OR 97204

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Geologist D.O.T. # 024.081

Tasks Performed: Studies composition, structure, and history of the earth's crust

Skills Needed: Applies knowledge of chemistry, physics, biology, and mathematics to identify and determine sequences of processes affecting development of earth

Education and/or Training Needed: Bachelor's or higher degree

Starting Salary: GS-5, $7,694/year or GS-7, $9,520/year

Advancement: Fair

Openings Now or in the Near Future: Slow at present

How to Apply: Applications should be submitted to one of the U.S. Civil Service Commission Area Offices

To Whom to Apply: Civil Service Commission
Post Office Building, Room 203
18th and Stout Streets
Denver, CO 80202

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Engineering (Civil, Landscape, Architect, Agricultural) D.O.T. # 005.081

Tasks Performed: Survey and design, construction, site selection, planning, etc.

Skills Needed: Engineering skills at the professional level in the specialty field chosen

Education and/or Training Needed: Degree in selected engineering field

Starting Salary: Dependent on grade level and salary rate at time of appointment; GS-5, $7,694 pa; GS-7, $9,520 pa

Advancement: Probable to GS-9 and above

Openings Now or in the Near Future: Very limited at present; needs in the future dependent on Congressional appropriations and openings

How to Apply: Through the Civil Service Commission in the specialty field desired

To Whom to Apply: Civil Service Commission; eligibility must be established and name entered on register; then wait for appointment or apply directly to selected Forests

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Business Management--Various D.O.T. # 169.168

Tasks Performed: Tasks pertinent to such fields as accounting, budgeting, administrative management and services, personnel management, and computer programming

Skills Needed:

Education and/or Training Needed: College degree or equivalent experience at grades GS-9 and above, depending upon specific field; at lower grades, high school plus technical training and/or experience

Starting Salary: Depending upon grade level and salary rates

Advancement: Good, when individual is willing to move for promotion

Openings Now or in the Near Future: Very limited; unknown for the future

How to Apply: For permanent positions, through the Civil Service Commission; apply for examination in applicable field

To Whom to Apply: Civil Service Commission; after eligibility is established, apply directly to any agency or wait for appointment offer

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Engineering Technician D.O.T. # 018.188

Tasks Performed: Office and field work in survey and design, preconstruction and construction of roads and trails, sewer systems, water systems, and campgrounds

Skills Needed: Basic knowledge of survey and other applicable instruments; driver's license; able to enter and interpret field notes; knows basic mathematics, mechanical drawing, and drafting

Education and/or Training Needed: Experience and/or technical training to develop skill in making measurements, using test instruments, computing, reading engineering drawings or specifications

Starting Salary: Dependent on grade level at which hired; GS-4, $6,882 pa; GS-5, $7,694 pa; GS-7, $9,520 pa; varies from year to year--dependent on Congressional pay raises

Advancement: Probable--depending on agency's needs and individual's capabilities

Openings Now or in the Near Future: Very limited; in the future it depends upon needs and appropriations

How to Apply: For permanent appointment, through Civil Service Commission to establish eligibility and get name on register; then wait for opening or apply to various Forests

To Whom to Apply: Civil Service Commission

Phone Number:

Comments:

VI

FORESTRY

Businesses involved in the production, processing, management, marketing, and utilization of forest products. (e.g., Tree Farm, Sawmill, Wood Product Plant)

FORESTRY

Forester (profess. & kin.) 040.081

Chief Warden (gov. ser.) 188.168

Chief Cruiser (forestry) 449.168

Field Man (forestry) 162.158

Forester Aid (gov. ser.) 411.184

Logging Contractor (logging) 183.168

Foreman (wood working) 669.137

Log Grader (logging) 941.387

Log Scaler (logging) 941.488

Logging Operations Inspector (forestry) 449.287

Timber Marker (logging) 940.348

Bough Cutter (forestry) 442.887

Christmas Tree Cutter (agric.) 406.887

Greens Picker (forestry) 442.887

Logger, All Around (logging) 940.887

Gang Sawyer (sawmill) 667.728

Faller (logging) 940.884

Seed Cone Picker (forestry) 449.887

Sprayer (forestry) 441.887

Tree Climber (forestry) 449.884

Sap Collector (agric.) 442.887

JOB DESCRIPTION

Job Title: Forester D.O.T. # 040.081

Tasks Performed: Varied--may be administrative and/or technical in various fields of timber management, fire control, recreation, watershed, range management in the National Forests

Skills Needed: College degree in Forestry, general or specialist field

Education and/or Training Needed: College degree

Starting Salary: Varies according to starting grade and salary schedule at time of appointment; in 1973, either $7,694 pa or $9,520 pa, GS-5 or GS-7

Advancement: Can be expected to be promoted to GS-9 and beyond

Openings Now or in the Near Future: As of now, very limited; in the future, it depends on need and Congressional appropriations

How to Apply: Through Civil Service Commission

To Whom to Apply: After eligibility is established on Civil Service register, wait for appointment or apply to Forests in which interested

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Range Conservationist D.O.T. # 040.081

Tasks Performed: Management of National Forest grazing allotments

Skills Needed: Technical knowledge

Education and/or Training Needed: College degree in Range

Starting Salary: Dependent on grade level and salary rates at time of appointment; presently, GS-5 $7,694 pa, or GS-7 $9,520 pa

Advancement: Probable up to GS-9 and beyond

Openings Now or in the Near Future: Limited at present; in the future, it is dependent on need and Congressional appropriations

How to Apply: To Civil Service Commission to establish eligibility on the specific register

To Whom to Apply: Civil Service Commission, to establish eligibility; wait for offer from an agency or apply direct to Forests

Phone Number:

Comments:

JOB DESCRIPTION

Job Title: Forest or Range Technician D.O.T. # 441.384

Tasks Performed: Participating in and supervising on-the-ground operations in timber sales, recreation area use, grazing use, wildlife use, and other land uses

Skills Needed: Experience and/or technical school at subprofessional level in applicable field to acquire practical knowledge; horsemanship is often desirable, as is experience with hand and power tools

Education and/or Training Needed: Experience and/or technical school; for example, summer work for several seasons with the Forest Service or some other land management agency, ranch or farm work

Starting Salary: Dependent on grade level and type of appointment, as well as current salary schedule; GS-3 Aide, $6,128 pa; GS-4 Aide, $6,882 pa; GS-5 technician $7,694 pa

Advancement: Limited, depending upon needs, but could go to GS-9 and occasionally to GS-11

Openings Now or in the Near Future: Limited in this area, for either tempocary or permanent work

How to Apply: For permanent appointment, through the Civil Service Commission to establish eligibility and get on the register

To Whom to Apply: Civil Service Commission
Helena, MT 59601

Phone Number:

Comments:

VII

MISCELLANEOUS

Any other businesses that submit job descriptions.

JOB DESCRIPTION

Job Title: Line Superintendent D.O.T. # 184.168

Tasks Performed: Stakes lines, makes staking sheets, figures materials and units, takes trouble calls, instructs first-aid classes, deals with customers, adjusts voltage regulators, supervises crew, hires new crew personnel

Skills Needed: Able to supervise others and deal with the public; able to design electric transmission lines

Education and/or Training Needed: Experience as lineman

Starting Salary:

Advancement:

Openings Now or in the Near Future: None at present

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Line Foreman D.O.T. # 821.131

Tasks Performed: Supervises linemen; helps train linemen; provides safety training; keeps records; assigns men

Skills Needed: Able to deal with men and give orders; experience in line work

Education and/or Training Needed: Experience as lineman

Starting Salary:

Advancement:

Openings Now or in the Near Future: None at present

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Journeyman Lineman D.O.T. # 821.381

Tasks Performed: Directs linemen, apprentice linemen, and groundmen; plans work for crew; reads staking sheets; repairs and builds lines

Skills Needed: Able to read directions, climb poles, give orders, deal with public, and plan carefully

Education and/or Training Needed: Experience as apprentice lineman

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Lineman First D.O.T. # 821.381

Tasks Performed: Directs apprentice linemen and groundmen; carries out verbal and written orders; prepares reports; maintains and builds electric power lines

Skills Needed: Able to follow orders, perform first aid, and climb poles

Education and/or Training Needed: Apprenticeship as lineman

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of Application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Lineman Second D.O.T. # 821.381

Tasks Performed: All types of line work--carries out work orders; prepares reports

Skills Needed: Able to follow orders and climb poles

Education and/or Training Needed: Apprenticeship as lineman

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Lineman Third D.O.T. # 821.381

Tasks Performed: Apprentice lineman; follows orders of superiors; prepares reports

Skills Needed: Follow orders; climb poles

Education and/or Training Needed: Groundman experience

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Lineman Fourth D.O.T. # 821.887

Tasks Performed: Digs holes; frames poles, sends tools up poles; stays on ground; assists the lineman; loads and unloads poles; cleans garage and warehouse

Skills Needed: Strong; willing to work

Education and/or Training Needed:

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Laborer D.O.T. # 821.887

Tasks Performed: Helps line personnel; digs holes; loads poles; drives vehicles; cleans warehouse

Skills Needed: Driver's license

Education and/or Training Needed:

Starting Salary: $4.25/hour

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Office Manager D.O.T. # 169.168

Tasks Performed: Coordinates office; directs bookkeeper, cashier, billing clerk, and posting clerk; interviews and hires

Skills Needed: Knowledge of office practices; able to deal with people

Education and/or Training Needed:

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

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P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Bookkeeper D.O.T. # 210.388

Tasks Performed: Maintains books for the business

Skills Needed: Experience in bookkeeping

Education and/or
Training Needed: Experience or degree in accounting

Starting Salary:

Advancement:

Openings Now or in
the Near Future:

How to Apply: Letter of application

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Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Billing Clerk D.O.T. # 219.388

Tasks Performed: Prompt, efficient billing service, disconnect lists, address changes, etc.

Skills Needed: Experience as billing clerk

Education and/or Training Needed:

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

To Whom to Apply: Rod Hanson, Manager
Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Clerk D.O.T. # 209.388

Tasks Performed: General clerk duties

Skills Needed: Typing, filing, answering phone

Education and/or
Training Needed:

Starting Salary:

Advancement:

Openings Now or in
the Near Future:

How to Apply: Letter of application

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Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments:

JOB DESCRIPTION

Job Title: Posting Clerk D.O.T. # 219.588

Tasks Performed: Preparation and accurate maintenance of consumer's accounts and records

Skills Needed: Typing, answering phone, preparing accounts and records

Education and/or Training Needed:

Starting Salary:

Advancement:

Openings Now or in the Near Future:

How to Apply: Letter of application

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Sun River Electric Cooperative, Inc.
P.O. Box 217
Fairfield, MT 59436

Phone Number: 467-2526

Comments: